

**Statewide Interoperability Executive Council BDS/Homeland Security  
January 22, 2004**

Members Present: Jeff Rylee, Bureau of Homeland Security/Hazmat  
Stephen Southwick, Idaho Sheriffs Association  
Jaime Herrera, Dept of Corrections  
R. Mark Lockwood, ICOPA  
Bruce Allcott, Idaho Fire Chiefs  
Stephen Jenkins, Nt'l Interagency Fire Ctr.  
Mike Candelaria, Bureau of Land Mngmt  
Scott Reinecker, Idaho Dept. fish & Game  
Dia Gainor, ID EMS Bureau for DHW  
Kathy Ruffalo, Govenors Office  
Jerry Goetz, FBI  
Chiorpah Matheson, Coeur d'Alene Tribe  
Bob Burke, Dept of Lands  
John Cline, Bureau of Disaster Services  
Joe Roche, Dept. of Administration  
Greg Laragan, Idaho Transportation Dept  
Dan Charboneau, Idaho State Police  
Stan Passey, Idaho State Police  
Lorraine Elfering, Canyon County Sheriff  
Clark Hendrickson, SPAWAR Systems Center  
Jim Gregory, ODP, DHS  
Scot Maring, Dept of Administration  
Nathan Bentley, ITRMC  
Don Founier, ITRMC – State of Idaho  
Eric Ciilbaugh, SPAWAR Systems Center  
Jim Maxson, Boise Police Dept.  
Pat Peterson, Boise Police Dept.  
Ed Emmel, City of Boise Communications  
Les Shadduck, ADA County Sheriff's office  
Ron Freeman, ADA County Sheriff's office  
Bart Hamilton, ADA County Sheriff's office  
Michael Blomstrom, ADA County Sheriff's office  
Gordon Howell, Bannock County  
David Tolman, Idaho Transportation Dept.  
Kirby Ortiz, Gem State Communications  
Bruce Branlund, Motorola  
Megan Reinschmidt, Governor's Office  
Matt Howarth, Motorola  
Londa Huwa, BHM

Meeting was called to order 9:00am  
Welcome: Chairman-Chief R. Mark Lockwood

Committee Members introduced themselves and stated what agency they represented, followed by introductions from the audience. A sign-in sheet was circulated around the room.

### Spectrum Review

Matt Howarth presented a power-point presentation giving an overview of Spectrum. A copy of this presentation will be given to Cathy Ruffalo to be distributed to committee members if requested. Mandatory dates have been set for the refarming initiative to be completed. Those dates have been temporarily stayed to give time to review the feedback they have received.

### Office of Domestic Preparedness

Jim Gregory (ODP) introduced Eric Coolbaugh a representative of SPAWAR Systems Center. He presented a power point presentation entitled "Interoperability Communications Technical Assistance Program (ICTAP)". The ICTAP State process started in June and is currently under development. Each State is governed by a work plan. These plans primarily look at large events but not exclusively. Templates can be requested from ODP as an aid to get the plan underway.

A request was submitted to Kathleen Stienley (?) with the state for Tech Assistance. Jim Gregory (ODP), Eric Coobaugh(SPAWAR), and Clark Hendrickson (SPAWAR) are here to help coordinate and find the best way to move forward.

They suggested:

- Forming a Steering Group- to discuss and decide policy issues. Not necessarily a permanent Group
- Forming a Tech Group- Correct problems, possibly conduct assessments of what we have and what is needed to fill the gaps.

It was agreed a statewide assessment of types of communications and their capabilities is needed. SPAWAR Systems have survey's that can be used to gather this type of information.

**Question:** Are there ODP funds or physical assistance available to help educate people to purchase equipment that is interoperable?

**Answer:** There are funds available for educational mailings and surveys.

Further discussion on the Steering and Tech committees concluded that the current SIEC group fulfills the criteria to be the Steering Committee. John Cline recommended using the 700 MHz committee for the Tech Committee. Feedback was positive. The suggestion was made to invite them to the next meeting.

Dan Charboneau ISP made a motion that, at a time to be determined, ODP return to put together a work plan for the State. John Cline seconded it. An amendment was made to this motion. We need to give ODP a plan before they leave, so when they return everyone can go to work on it. All were in favor of this amendment.

The plan would include

1. Adopting standards for state purchases
2. Putting together an inventory
3. Needs analysis
4. List interoperability of agencies both current and future
5. Draft a memo of understanding that would be distributed statewide.
6. Develop information & education strategies

There was a brief discussion on Bridge connections possibly being used to help people that don't feel they can change out their equipment right now.

#### State Microwave System/APCO License Review update – Joe Roche

A visual was handed out to the group members. The handout explained what The State Microwave System does and what their future plans are. A discussion on demographics followed including Idaho's challenges with terrain. Joe emphasized that land ownership should be considered in the work plan. The ownership of Idaho's 53.9M acres is as follows:

- Federal            65.2%
- State               5.2%
- City/County      0.2%
- Private            29.4%

Other Items discussed

- Contracts are in place to upgrade Microwave Services equipment and buildings.
- Idaho is connected to Utah through Sedgwick Peak.
- Future Possible connection with Colorado through Utah
- Microwave Services has the ability to: Develop sites, leverage state land to build sites and to work with different entities to attain land to build sites.

#### APCO License Review update

They have accessed the information from the FCC database but they need time to filter the information that has been downloaded. They will be unable to distribute a report anytime soon.

Minutes from the Dec 2, 2003 meeting were reviewed individually during a short lunch break at 11:45am

The meeting reconvened at 12:15pm

A motion to approve the minutes from the December meeting was made and seconded.

#### Project 25 Overview- Matt Howarth

A brief history was given to the group in an attempt to bring everyone present into the same basic level of understanding of Project 25. It was started in 1989 with the invention of Digital Radios. They were initially chartered to define digital technology for public safety. Initial members included APCO, NASTD and Fed Government representatives including NTIA, NTS and DOD.

The question was raised on whether ODP would fund non-P25 projects. This is handled on a case-by-case basis. There have been some situations that P-25 would not work and they have been approved.

#### Statewide Assessment

A copy of the Oregon assessment plan was distributed to committee members. The overall document seemed to be good and could easily be adopted to fit our state. A concern was that this plan was lacking in listing repeater sites. The invitation for others (including ODP) to bring comparable plans for review to the next meeting was given. ODP will send plans they feel would fit Idaho's needs for review. Items discussed concerning the statewide assessment were as follows:

- Ways to get the information returned
- Proprietary issues
- Concern of too much duplicate information
- Getting frequency and tower sight information is crucial
- The need for a good solid assessment
- The desire to get this assessment going quickly
- The need to make it clear as to who we ask, for what information and for what purpose.
- The possibility of having a contact for each county or region to help in get the information back
- PSAP's have approximately 90% of the information we need

Bill Bishop (Bureau of Homeland Security) offered his Area Field Officers to help with this process. They work with many of the entities that will need to be assessed.

It was moved and seconded that John Cline (Bureau of Disaster Services) would head up the work project of designing a simple assessment form. He would have the authority to enlist others to help and be provided with the means to facilitate this project from ODP and other sources. Also, that it would be compiled in an access or excel format so it might be implemented after its' accrual into a GIS database.

All in favor: vote was unanimous

John Cline request that the "major players" meet with him to exchange contact information before leaving the building today. These would include representatives from Law enforcement, Sheriffs, Fire, EMS, PSAPS and Joe Roche (Dept. of Administration). Progress was made in putting together the parts needed to develop the assessment.

#### Vision Statement:

Three different vision statements were distributed to the group. One from Washington and two more were submitted by committee members. A member of the committee read a statement from Montana. They were put on the screen to be dissected and reworded to fit more closely with Idaho's vision. The end result was the following statement:

#### SIEC Vision

"Working together to build an interoperable public safety and public services communication system that will benefit all Idahoans."

A motion to accept this vision statement as a draft was made by Bruce Allcott. The motion was seconded. All in favor-unanimous

#### Mission Statement:

Various Mission Statements were put on the screen and edited to come up with the following draft:

#### SIEC Mission Statement

"The Statewide Interoperability Executive Council (SIEC) shall promote interagency cooperation and provide policy level direction to support efficient and effective use of resources to achieve interoperable communications."

All in favor: majority

A motion was made and seconded to adopt this draft as an interim mission statement.

These draft statements should be put out to the public so that they can see the progress of the SIEC. Cathy Ruffalo suggested that the information come from the group rather than the Governors Office.

### E911

SirComm was instrumental in starting E911. They were experiencing some problems that needed addressed. The Legislature decided to put a task force together to find out if there were problems out there. During meetings in October, things started coming apart. There are still two pieces of legislation working through the process but they will have little impact on SIEC.

### Other topics of discussion:

#### State Homeland Security Strategies

At the end of January the state of Idaho along with 55 other states and territories will be submitting their State Homeland security strategies. The strategy will determine how the Homeland security money is going to be spent in the next year and also in succeeding years. We need to make sure that “Interoperable Communications” is in this strategy. John Cline will make a request to Bill Bishop (Idaho Homeland Security) that he make available this report for the members of this committee to review.

#### Project Manager

There is a need of hiring an interim (approx. 2 yrs) project manager to help SIEC. This person will keep track of projects and organize the paperwork involved in the project. Money is available through ODP to fund this position along with support staff. The request for these funds has been put before the legislature in a supplemental appropriation for both this year and next year. The job description is being fine-tuned and when complete, the job announcement will be released. The time line in filling this position is approximately 60 days.

#### Future Meeting Schedule

A Motion that this committee will meet on the fourth Thursday of every month from 9am to 3pm was made and seconded. The next meeting will be held at Gowen Field on February 26th, barring any unforeseen circumstances.

Information to be added to the web site:

- Drafts of our Vision and Mission Statements
- Minutes from our meetings
- Committee membership list

- Agenda for upcoming meetings will include dates, times and places of future meetings

The Meeting was adjourned at approx. 2:30pm by Chair Mark Lockwood

Londa Huwa  
Administrative Assistant  
Idaho Bureau of Hazardous Materials